GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Establishment – Agriculture & Cooperation Department - Village Secretariat System – Recruitment of Village Agriculture Assistants (VAAs), Village Horticulture Assistants (VHAs) and Village Sericulture Assistants (VSAs) – Functioning of Village Secretariats – Monitoring of operations of the Functional Assistants by Mandal Agriculture Officers (MAOs) – Approval of the common format of 'Work Satisfaction Report' – Orders – Issued.

AGRICULTURE & CO-OPERATION (AGRI-IV) DEPARTMENT

G.O.RT.No. 267 Dated: 11-03-2020

Read the following:-

1. G.O.Ms.No.110, PR & RD (Mdl.I) Dept., Dated:19-07-2019.
2. Notification No.1, dated:26.07.2019 of Agriculture Department.
3. From the Spl. Commissioner of Agriculture, AP, Guntur, Lr. No. Extn./18/2019, dt:20.02.2020.

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ORDER:

The Special Commissioner of Agriculture, A.P., Guntur, in his letter 3rd read above, has stated that as part of establishment of Village Secretariats,8741 number of the posts of Village Agriculture Assistants (VAAs), Village Horticulture Assistants (VHAs) and Village Sericulture Assistants (VSAs) were appointed for working in the Village Secretariats to provide various Government Services at the door steps of Farmers through single window system by enabling convergence of all the Departments that provide services at the Village level.

2. He has further stated that Government have formulated and put in place a clear and comprehensive Job Chart/Duties and responsibilities to each of the Functional Assistants. These Assistants from Horticulture, Sericulture and Agriculture Departments shall be responsible to aid and assist the Grama Panchayats in performing its functions and shall act as an integrated work force to deliver multiple services to the Farmers.These (3) Functional Assistants are Technical oriented and responsible to implement various activities related to Farmers welfare by conducting field visits to guide the Farmers on Cutting-edge Technology by implementing Dr.YSR Polambadi, Demonstrations, Pest & Disease diagnosis etc,. They shall ensure supply of quality Agricultural Inputs i.e. Seeds, Fertilizers & Pesticides and also to provide latest technical know-how to farmers from the Rythu Bharosa Kendralu (RBKs). In order to deliver the above common services to Farmers at Secretariat level, Agriculture Department in consultation with Horticulture and Sericulture counterparts has formulated a Day/ Month/ Seasonal/ Annual Calendar of operations along with suitable Registers and Formats and communicated to PR & RD Department for implementation at Secretariat level. According to which, the following is the gist of day's activity of the (3) functionaries.

Time	Activity/ Duty
08.00 AM to 12.00 AM	Field visits and interaction with Farmers (Dr. YSR Polambadi, Seed Village Programme, e-Karshak etc.)
12.00 AM to 01.00 PM	Operationalization of Rythu Bharosa Kendralu (RBKs), Processing of grievances received etc.
02.00 PM to 03.00 PM	Correspondence/ approval and service delivery etc.
03.00 PM to 05.00 PM	Organization of Village Knowledge Centre and Agri Input Shop in RBKs. Assessment of Agri-Input demand. Sensitization of Farmers on YSR Agri-Input Testing Labs. Receipt and processing of Agri Input orders from Kiosk.

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3. He has further stated that among others, all the above duties are to be monitored by Mandal Agriculture Officers (MAOs) concerned, as they are the immediate Technical Officers available at the Mandal level. As such, in order to draw the Consolidated Stipend/ Pay and Allowances of the Functional Assistants, the MAOs shall issue a monthly Work Satisfaction Report to the Panchayat Secretary of the Village Secretariat concerned every month. In this regard, a common Format of Work Satisfaction Report as designed by the O/o. the Special Commissioner of Agriculture is enclosed here with.

4. The Special Commissioner of Agriculture, A.P., Guntur has therefore , requested the Government to approve the common format of Work Satisfaction Report and accord permission to communicate the same to Village/ Ward Volunteers and Village/ Ward Secretariat Department to facilitate draw and disburse of the consolidated Stipend/Pay and Allowances of Village Agriculture Assistants (VAAs), Village Horticulture Assistants (VHAs) and Village Sericulture Assistants (VSAs) every month.

5. Government after careful examination of the matter, hereby approve the common format of ''Work Satisfaction Report'', as Annexed to this order, duly according permission to communicate the same to Village/Ward volunteers and Village/ Ward Secretariat Department, to facilitate draw and disburse of the consolidated Stipend/ Pay and Allowances of Village Agriculture Assistants (VAAs), Village Horticulture Assistants (VHAs) and Village Sericulture Assistants (VSAs) every month.

6. The Special Commissioner of Agriculture, AP, Guntur shall take further necessary action accordingly in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

POONAM MALAKONDAIAH,
SPECIAL CHIEF SECRETARY TO GOVERNMENT(AGRI)

To
The Special Commissioner of Agriculture, AP, Guntur(we)
Copy to
The Commissioner of Horticulture, AP, Guntur(we)
The Commissioner of Sericulture, AP, Guntur(we)
The PR & RD (Mdl.I) Department
The PS to Hon'ble Minister (Agri.)
The PS to Spl. Chief Secretary (Agri)
Sc/Sfs.

//FORWARDED :: BY ORDER//

SECTION OFFICER

ANNEXURE

Government of Andhra Pradesh
Department of Agriculture

Work Satisfaction Report of VAAs, VHAs & VSAs for the month of _____2020.

I) Name of the Village Secretariat:
II) Name of the Mandal:
III) Name of the District:

It is to Inform that, Sri/Smt/Kum…….. VAA/VHA/VSA of ……. Village Secretariat has performed his/her following stipulated duties satisfactorily during the month of ……2020.

Sl. No	Prescribed Duties/Works	Target(Minimum)	Nature of Performance
1	Dr.YSR Polam Badi	2 per Season	
2	e-Karshak	Every day minimum 50 during the season	
3	Trainings as per the need of local condition at RBKs	1 per month	
4	Conduct of exhibitions at RBKs	1 per month or season	
5	Identification of tenant farmers and issue of CCRCs	25 per Year	
6	Encouragement of Millet Crops cultivation	10 hectares per year	
7	Collection of soil samples and distribution of soil health cards	50% of the lands in Secretariat a year	
8	Encouragement of mixed cropping	10 hectares per year	
9	Crop Insurance	Minimum 25 farmers per year	
10	Formation of farmer groups and credit linkages	5 per Year	
11	Field visits in the jurisdiction	Field visit to all the farmer fields at least one time in a year	
12	Maintenance of Movement Register	Regularly	
13	Maintenance of Day wise field visit register	Regularly	
14	Maintenance of Log book of RBKS	Regularly	

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15	Rodent control campaign Register	Immediately after campaign	
16	Non -loany farmers insurance particulars register	Immediately after enrollment	
17	Minikits register	Regularly	
18	Tenants register	Regularly	
19	CC experiments register	Regularly	
20	Farmer trainings/ exposure visit register	Immediately after trainings	
21	Seasonal Conditions register	Weekly	
22	Natural Calamities register	As and when NC occurs	
23	Input demand assessment register	Prior to season	
24	Area expansion programme register	Regularly	
25	Protected cultivation register	Regularly	
26	Post harvest management register	Regularly	
27	Farm Mechanization register	Regularly	
28	Mulberry Plantation register	Regularly	
29	Brushing and harvesting register	Regularly	
30	Asset registers (I & II)	Regularly	
31	Sericulture inputs register	Regularly	
32	Consumables stock register at RBKs	Regularly	
33	Dead stock register of RBK	Regularly	

Therefore, his/her consolidated stipend/pay and allowances for the month of ……2020 may be drawn and paid to him/her.

Signature and Stamp of MAO

To

The Panchayat Secretary,

……..Village Secretariat,

……..Mandal,

……..District.